U.S. Environmental Protection Agency Central Data Exchange (CDX)



CDX Workflow for Electronic Toxic Substances Control Act (eTSCA) Submissions

User Guide

Version 1.1

November 3, 2008

U.S. Environmental Protection Agency

Table of Contents

Sectio	on 1. Introduction	2
1.1	Background	2
1.2	Scope	2
Sectio	on 2. System High Level Overview	3
Sectio	on 3. Web CDX Registration Steps	4
Sectio	on 4. User Certificate and Key Pair Generation	27
Sectio	on 5. Data Submission	29
Sectio	on 6. Download Reports	33
Sectio	on 7. Transaction History	36
Sectio	on 8. Transaction Details	
Abbre	eviations and Acronyms	41

Section 1. Introduction

This document presents the user guide for the U.S. Environmental Protection Agency's (EPA's) Office of Prevention, Pesticides, and Toxic Substances (OPPTS) / Office of Pollution Prevention and Toxics (OPPT), and Central Data Exchange (CDX) Electronic Toxic Substances Control Act (eTSCA) Submissions data flow that provides service for 30 different types of Toxic Substances Control Act (TSCA) submissions through EPA's CDX system.

1.1 Background

The purpose of this system is to provide secure electronic submission and receipt of eTSCA submissions. Industries can submit the encrypted and signed data through CDX to the OPPT environment in the Enterprise Content Management System (ECMS). OPPT analysts obtain the data from ECMS and use it in a workflow process.

The eTSCA application facilitates the receipt and storage of eTSCA-related submissions into the ECMS.

1.2 Scope

The eTSCA User Guide provides the user with the information that she/he need to know about Registration for CDX and eTSCA/ePMN software use, as well as handling backup of the Encryption and Decryption Keys.

Section 2. System High Level Overview

The eTSCA system involves submission and distribution of eTSCA detail reports using the Web services capabilities and generic services of the CDX Node, Java Node Client, and eTSCA back-end node. The eTSCA system provides the following capabilities:

- Submitters can submit encrypted and signed eTSCA detail reports in Zip format via Web services to the CDX Node.
- The CDX Node validates the signature on the .zip file
- The CDX Node distributes eTSCA detail reports to the NCS Back-end Node via Web services.
- The NCS Back-end Node accepts the eTSCA detail report and validates the signature, decrypts the document, unzips it, processes it, and loads it to the Documentum system.
- The NCS Back-end Node notifies the CDX Node of the document processing outcome.
- The NCS Back-end Node submits the copy of records for all received documents to the CDX Node.
- The CDX Node provides the status of the transaction to the eTSCA/ePMN software via Web services and e-mails.
- The CDX Node provides the Copy of Record (CoR) to the eTSCA/ePMN software via Web services.
- The eTSCA/ePMN software provides an ability to decrypt the CoR.
- The eTSCA/ePMN software provides an ability to submit Support documents via submit Web services.
- The eTSCA/ePMN software provides an ability to download documents from the CDX Node via download Web services.
- The CDX Node distributes Support documents to the NCS Back-end Node.
- The NCS Back-end Node submits documents containing a Submission Report Number (SRN document) to the CDX Node via submit Web services.
- The NCS Backend Node submits document containing a Pre-manufacturing Notice (PMN) Case Number to the CDX Node via submit Web services.
- The CDX Node provides the status of documents downloaded to the NCS Back-end Node via query Web services.

Section 3. Web CDX Registration Steps

The following section describes CDX Web registration process for an eTSCA submitter. All CDX Web users enter the system through the CDX Web Home page as shown in Figure 3-1.



Figure 3-1. CDX Web Home Page

New users click on a "Registration" link to start a registration wizard. A warning notice will be displayed as shown in Figure 3-2.



Figure 3-2. CDX Web Warning Notice and Privacy Statement

The user clicks on the continue option to start the registration process. This action will display terms and conditions agreement form as shown in Figure 3-3.



Figure 3-3. Terms & Conditions Agreement Form

The user can accept the terms and conditions by clicking the "I Accept" button or cancel the registration by clicking the "I Decline" button.

Once the user has accepted the registration agreement, he or she will be redirected to the personal information form as shown in Figure 3-4.



Figure 3-4. CDX Registration: User Information

After choosing a login, password and secret question, the user will be asked for his or her Organization information as shown in Figure 3-5.

A https://	//enacdxdev.csc.com/SSL/CDX/nre-red-ordanizationinfo	- asn?RetrievalKev=	V A Hy X Live Search	
				- @Comes - >>
S. Xi . %.	Search web	🖉 너 👻 🍄 Anti-Spy 🕡	Will Bookmarks • 🔬 Mail • 👽 Yahoo!	• og Games • ···
😤 🍄 🏉 Environme	ental Protection Agency			<u>P</u> age ▼ ۞ T <u>o</u> ols ▼ ¨
MC C I	Registration			
AGE NOBI	Recent Announcements Contact Us		Log	ged in as, TESTTSCA3.
A THAT A STREET OF	MyCDX > Registration			
PROTO				
About CDX				
Account Login	CDX	Registration: Organization	Information	
Frequently Asked	Use the TAB key to move from field to	field. * = REQUIRED FIELD		
Questions Help & Support				
CDX Home Terms & Conditions	Organization Name:		*	
	Registrant's Work Mailing Address 1:		*	
	Registrant's Work Mailing Address 2:			≡
	City:	· · · ·	*	
	State/Province:	Alabama	* *	
	Zip/Postal Code:	· · · · · ·	*	
	Country:	UNITED STATES	*	r
	E-mail:		*	
	Phone Number:		* Ext	
		U.S., Canada & Caribbean I	Islands Phone Format:	
		### ### #### International Phone Format:		
		011 + Country Code + City	y Code ¹ + Local Number	
		¹ As necessary.		
			Next>>)
				~
Done			Second Second Second	🔍 100% 🔻 🛒

Figure 3-5. CDX Registration: Organization Information

The user will have to provide his or her Organization name, address, e-mail, and phone number. Clicking the "Next" button will lead to the Add CDX Web Program page. On this page the user will be able to choose the "TSCA" dataflow as shown in Figure 3-6.



Figure 3-6. CDX Registration: Add Program

After adding the "TSCA" program to the new user account, the user will have to choose between the roles "Authorized Official" and "Support Registrant" for the Program ID type on the Add Program ID page as shown in Figure 3-7. Enter N/A for the ID field (this field is not used for the eTSCA workflow).

🥖 Environmental Prote	ection Agency - Windows Internet Explorer	
💽 🗸 🖉 https://	epacdxdev.csc.com/SSL/cdx/regaddclientrole.asp?GroupID=18sndxOrg= 💙 🕃 Certificate Error 🛛 🗲 🔀 Live Search	• •
🔶 🏟 🌈 Environment	tal Protection Agency	• 🔁 <u>Page</u> • 🎯 T <u>o</u> ols • »
UNITED STATES	U.S. Environmental Prote	ection Agency 🧖
	Registration	
AGET	Recent Announcements Contact Us	Logged in as, TESTTSCA3.
ARE CTION	<u>MvCDX</u> > Registration	
AL PROTES		
About ODV		
MyCDX		
Inbox Change Password		
Frequently Asked	CDX Registration: Add Program ID	
Help & Support	Use the TAB key to move from field to field. * = REQUIRED FIELD	
CDX Home Terms & Conditions		
Logout		
	Program ID Type: Authorized Official 💟 ID: 🔭	
	Submission Method: WEBFORM 💌	
	FINISHED	
	You are in an encrypted secure session.	
	Help Desk: (888) 890-1995	
	EPA Home Privacy and Security Notice Contact Us	
	Last updated on October 28, 2008. URL: http://www.epa.gov/epahome/usenotice.htm	~
	Second Intranet	🔍 100% 🔻 🛒

Figure 3-7. Add Program ID

If registering as a Support Registrant, the user will need to specify who their authorized official is on the eTSCA Support Registrant page as shown in Figure 3-8. Enter the UserID of the under which the authorized official is registered and approved.

C eTSCA Registration	Information: Environmental Protection Agency - Windows Internet Explorer
🔆 🔁 🗸 🖉 🗸	epacdxdev.csc.com/SSL/cdx/REG-TSCA-ADDLINFO-SR.asp
🚖 🏟 🌈 eTSCA Regi	stration Information: Environmental Prote 📄 👘 🖞 Page 🔹 🎯 Tools 🔹 🎽
INITED STATES	U.S. Environmental Protection Agency 🧖
	Registration
4GER	Recent Announcements Contact Us Logged in as, TESTTSCA3.
MAN PROTECTION	MyCDX > Registration
PRO	
About CDX	
Inbox Change Dassword	CDX Registration: eTSCA Support Registrant
Frequently Asked	Use the TAB key to move from field to field. * = REQUIRED FIELD
Help & Support CDX Home	
Terms & Conditions	Authorized Official's User ID: *
	Next
	You are in an encrypted secure session
	Help Desk: (868) 890-1995 EPA Home Privacy and Security Notice Contact Us
	Last updated on September 1, 2009. URL: http://www.epa.gov/epahome/usenotice.htm
Done	• Secol intranet 🔍 100% 👻

Figure 3-8. eTSCA Support Registrant Page

Once the authorized official is specified, the user is then prompted to select the Authorized Official's organization with which they'll be associated as shown in Figure 3-9.



Figure 3-9. eTSCA Support Registrant Page – Select Organization

For authorized officials and support registrants, if the user has not previously provided an electronic signature agreement (ESA) for eTSCA and been their account has not been approved, they will be prompted to print, sign and mail an ESA to the EPA as shown on figure 3.10. A copy of the ESA form will be saved in the user's MyCDX Inbox for future reference and reprinting, if needed.



Figure 3-10. CROMERR ESA page

The user clicks on the "Create ESA & Continue" button to proceed with the Electronic Signature Agreement (ESA) generation process. The resulting agreement form is shown in Figures 3-11, 3-12 and 3-13.

🔄 Environmental Protection Agency - Window	rs Internet Explorer				
U.S. Environmer ELECTRONIC SIC	U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT				
In accepting the electronic signature c Protection Agency (EPA) to sign elect Data Exchange (CDX), and as an emp	In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as an employee of:				
Compony Name:	any Information				
Addross:	Now Carliton				
City State Zip:	New Carliton MD 20850				
Dravinco:	New Carliton, MD 20050				
Country					
Bhana Numbar:	111111111				
E mail Addross:					
E-mail Address.	· · · · · · · · · · · · · · · · · · ·				
CDX User Name:	TESTISCAS				
I, (Name of Electronic Signature Ho (1) Agree to protect the electronic sign Exchange (CDX) user identification and Specifically, I agree to maintain the se delegate my user name and password password in an unprotected location; a	older) ature credential, consisting of my Central Data d password, from use by anyone except me. crecy of the password; I will not divulge or to any other individual; I will not store my will will not allow my password to be written into				
(2) Agree to contact the U.S. EPA CD possible, but no later than 24 hours, af and password have become lost, stole (3) Understand that I will be informed th	A login; X Help Desk at 1-888-890-1995 as soon as fter suspecting or determining that my user name n or otherwise compromised; hrough my registered electronic mail (e-mail)	>			

Figure 3-11. Electronic Signature Agreement Form

🥙 Environmental Protection Agency - Windows Internet Explorer	
(3) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified;	^
(4) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX;	
(5) Agree that I will review the contents of all electronic submissions prior to submission;	
(6) Understand and agree that I will be held as legally bound, obligated, or responsible by my use of my electronic signature as I would be using my hand-written signature;	
(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR);	
(8) Agree that if I receive an e mail notification for a submission that I do not believe that I submitted, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt;	III
(9) Agree to contact the CDX Help Desk if I do not receive an e mail notification within 5 business days for any electronically signed submission using my credentials;	
(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between an electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX Help Desk;	
(11) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time; and,	
(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.	
Namo of electronic signature	~

Figure 3-12. Electronic Signature Agreement Form (Cont'd)

🧭 Environmental Protection Agency - Windows	Internet Explorer	
the regulated entity specified above as s submissions.	ignatory of the company's electronic	^
Name of electronic signature holder:	Mr. Lev Yarmovsky	
Signature of electronic signature holder:		
Date:		
NOTARY PUBLIC:		
Please click PRINT & CLOSE	to get a hard copy of this agreement. IT & CLOSE	
		~

Figure 3-13. Electronic Signature Agreement Form (Cont'd)

The user will be asked to print the resulted ESA as part of the ESA procedure.

Once the user clicks to view and print the ESA, they will be prompted to print, sign and mail a verification form as shown on figure 3.14. Like the ESA, the verification form will be saved to the user's MyCDX Inbox for future reference.



Figure 3-14. eTSCA Verification Form Page

The user clicks on the "Create Form & Continue" button to proceed with the Verification Form generation process. The resulting agreement form is shown in Figures 3-15 and 3-16.

Below is top half of the verification form for a Support Registrant.

CeTSCA Verification Form - Windows	Internet Explorer				
AUTHORIZATION AND VERIFICATION FOR SECTION 5 NOTICE SUPPORT SUBMITTER BY COMPANY AUTHORIZING OFFICIAL					
Authorized Official Signature					
I am an authorizing official and an elect organization listed below, and verify the below is authorized to submit only sup <u>except for a Letter of Support</u>) on behavior	tronic signature holder in U.S. EPA's CDX for the at the person identified as the electronic signature holder oplemental PMN documents (i.e., all support documents all of my organization.				
CDX User ID:	TESTTSCAAO				
Name of Authorized Official:	Mr. TSCA AOTester				
Company Name:	AO Testing, Inc.				
Address:	123 Any St.				
City, State, Zip:	York, PA 17406				
Signature	Date				
Electronic Signature Holder for Sub	mission of Supplemental Information				
I acknowledge by my signature below that the accuracy of the statements in all electronic submissions reflect my best prediction of the anticipated facts regarding the chemical substance(s) described therein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant to 18USC 1001. I also acknowledge that I am authorized to submit only supplemental PMN documents (i.e., all support documents except for a Letter of Support) on behalf of the organization listed above					
CDX User ID:	TESTTSCA3				
Name of Electronic Signature Holder:	- -				
Company Name: CSC					
Address: New Carilton					
City, State, Zip:	New Carllton, MD 20850				
lice i 🛛 🗤 👘 👘					

Figure 3-15. eTSCA Verification Form

Below is the bottom half of the verification form for a Support Registrant.

🧭 eTSCA Verification Form - Windows Internet Explorer					
described therein. Any knowing and w to 18USC 1001. I also acknowledge that I am authorize support documents except for a Letter	erein. Any knowing and willful misrepresentation is subject to criminal penalty pursuant .001. wledge that I am authorized to submit only supplemental PMN documents (i.e., all uments <u>except for a Letter of Support</u>) on behalf of the organization listed above.				
CDX User ID:	TESTTSCA3	'ESTTSCA3			
Name of Electronic Signature Holder:					
Company Name:					
Address:	New Carllton				
City, State, Zip:	New Carllton, MD 20)850			
Country:		Province:			
Signature		Date			
By U.S. Postal Service:	By Hand D	BLE TO: elivery or Co	urier:		
By U.S. Postal Service: By Hand Derivery of Courter: PMIN CDX Registration Coordinator (7407M) PMIN CDX Registration Coordinator U.S. Environmental Protection Agency U.S. EPA- OPPT/CBIC Office of Pollution Prevention and Toxics EPA East Building, Room 6428 Ariel Rios Building 1201 Constitution Ave, NW 1200 Pennsylvania Ave, NW Washington, DC 20004-3302 Washington, DC 20460 202-564-8930; 202-564-8940					
Please click PRINT & CLOSE to get a hard copy of this agreement. PRINT & CLOSE					

Figure 3-16. eTSCA Verification Form (Cont'd)

This completes the initial user registration process.



Figure 3-17. Registration Complete

After hitting the "Finished" button, the user will be redirected to the CDX Web home page screen as shown in Figure 3-18.

🚱 🗸 🖉 https:/	epacdxdev.csc.com/SSL/CDX/MyCDX.asp			🖌 🗙 Live Search	P •
6· ¥! · @·	💭 🔽 🗸 Search V	Web 🔹 🖉 🗔 👻 🔶 Ant	-Spy 🙆 🔯 Bookmarks	🔹 繼 Mail 👻 ফ Yahoo!	🔹 🮯 Games 🔹 😕
🚖 🏘 🌈 Environmental Protection Agency 👘 🔹 🗟 🕆 🗟 Page					<u>?</u> age ▼ ۞ T <u>o</u> ols ▼
INITED STATES			U.S. Enviro	nmental Protect	ion Agency 🗠
Story Boundary Story	MyCDX Recent Announcements Contact Us			Logg	ed in as, TESTTSCA3.
About CDV		Central Data I	Exchange-MyCDX		
About CDX MyCDX Inbox Change Password	Welcome,		Last Login: Registered Since: Recertification Date:	September 26, 2008 September 26, 2008	
Frequently Asked Questions Help & Support CDX Home	CDX Registration Status:	Active			
Terms & Conditions		You have 1 new me	essage in your <u>Inbox</u>		
	Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile	
	Available Account Profil No programs are ava	es: ilable at this time.			
		You are in an encry	pted secure session.		
		Help Desk: ((EPA Home Privacy and S	888) 890-1995 Security Notice Contact Us		
		Last updated o URL: http://www.epa.go	n May 13, 2008. w/epahome/usenotice.htm		~

Figure 3-18. Empty CDX Web Home Page

The user's ESA and verification forms will be reviewed by the eTSCA approver and if the user credentials are confirmed, the user will be notified via e-mail that his or her account has been activated.

Upon receiving the approval letter, the user will be able to login to the CDX Web application as shown in Figure 3-19.

🖉 Environmenta	al Protection Agency - Windows Internet Explorer	
🚱 🗸 🖉 https:	://epacdxdev.csc.com/SSL/CDX/Login.asp?Referer=Registration	P -
& Y! • @•	💭 💽 🚽 Search Web 🔹 🖉 🗔 👻 🏟 Anti-Spy 🕜 🛛 🚻 Bookmarks 🔹 🖄 Mail 🔹 🖙 Yahoo! 🔹 🎯 Games 🔹	>>
🚖 🏟 🏾 🏀 Environm	nental Protection Agency 🔄 🔹 🔂 🐑 🖶 Page 💌 🎯 Tools 🔹	• »
	Central Data Exchange Login	^
	Warning Notice	
	EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.	
	Privacy Statement	
	EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013]	
	User Name:	Ш
	You are in an encrypted secure session.	
	Help Desk: (888) 890-1995 <u>EPA Home Privacy and Security Notice Contact Us</u> Last updated on September 16, 2008.	
Done	UKL: http://www.epa.gov/epanome/usenotice.ntm	•

Figure 3-19 Central Data Exchange Login

The first time a user logins into CDX Web, he or she will be asked to provide answers to 5 out of 20 questions. Each time the user enters CDX Web thereafter one of the answered questions will be used to confirm the identity of the submitter to satisfy the 20-5-1 CROMERR requirement. The questions are shown in Figure 3-20.

🖉 eSIG-PIN Entr	y: CDX: Environmental Protection Agency - Windows Internet Explorer	- L X
🚱 🗸 🖉 https:	//epacdxdev.csc.com/SSL/CDX/eSigPin_Entry.asp	₽ •
& • Y! • <i>&</i> •[💭 💽 🖌 Search Web 🔻 🖉 🗔 👻 🏟 Anti-Spy 🔞 🖄 Bookmarks 🛪 🖄 Mail 🔻 ফ Yahoo! 🤊	r 🮯 Games 🔹 🚿
🚖 🏟 🌈 eSIG-PIN	Entry: CDX: Environmental Protecti 🔤 🔹 🔂 🐑 🖻	age 🕶 🎯 T <u>o</u> ols 👻 🎽
About CDX MyCDX Inbox Change Password Frequently Asked Questions Help & Support CDX Home Terms & Conditions Logout	Entry: CDX: Environmental Protecti	age • @ T <u>o</u> ols •
	Who is your favorite all-time entertainer?	
EPA Central Data Exchar	nge	€ 100% ·

Figure 3-20. 20-5-1 CROMERR Questions Page

A Confirmation Page will be displayed to a user after he or she have answered the verification questions and saved the desired answers, as shown in Figure 3-21.



Figure 3-21. Answers to Your eSIG-PIN Questions

After the account has been activated, the user will have a "TSCA" program link on his or her CDX Web home page as shown in Figure 3-22.

🖉 Environmental Prote	ection Agency - Windows Internet Explorer	
🔆 🔁 🗸 🖉 🔁	/epacdxdev.csc.com/SSL/cdx/MyCDX.asp 😵 😵 Certificate Error 🤧 🗙 Live Search	P -
Links 🙋 CDX (D) 🛛 🙋 CDX	K (T) 🙋 CDX (P) 🙋 ClearQuest Web 🙋 DEV UCMR2 🙋 Internet Time Entry System 🙋 UCMR2 Mockups	
🚖 🕸 🌈 Environment	tal Protection Agency	Fools - »
UNITED STATES	U.S. Environmental Protection Ag	ency 🔶
AND A DECEMPTION AND AND AND AND AND AND AND AND AND AN	MyCDX Logged in as, TES	STTSCA3.
About CDV	Central Data Exchange-MyCDX	
MyCDX Inbox Change Password	Welcome, Last Login: September 10, 2009 Registered Since: September 26, 2008 Recertification Date: September 26, 2008	
Questions Help & Support	CDX Registration Status: Active	E
Terms & Conditions	You have 8 new messages in your Inbox	
Logout	Change System Edit Personal Edit Current Add New Password Information Ecount Profiles Employer Profile	
	Available Account Profiles:	
	You are in an encrypted secure session.	
	Help Desk: (888) 890-1995 EPA Home Privacy and Security Notice Contact Us	×
EPA Central Data Exchange	🔍 Local intranet	100% 🝷 🛒

Figure 3-22. TSCA Program Link

The Authorized Official users are shown a link to download the eTSCA/ePMN software and view their support registrants. (Shown in Figure 3-22)

The Support Registrant users are shown a link to download the eTSCA/ePMN software. (Not shown)

CDX Web will send a confirmation letter for 20-5-1 e-signature questions as shown in Figure 3-23.

Eile	<u>E</u> dit ⊻iew <u>C</u> reate <u>A</u> ctions <u>H</u> elp
	▋゚゚゚゠゚ヽヹ゚゚゚ヽ゚゚゚゚゠゚゚゚゚゚゠゚゚゚゚゚゚゠゚゚゚゚゚゚゚゚゚゠゚゚゚゚゚゚゚゚
Ade	dress 🗸 🗸 🗸 🗸
	We work when a long to the state of the stat
B	
1	
	HELPDESK cc
	11/03/2008 11:46 bcc
	AM Subject eSIG-PIN Questions Answered (DEV)
6	
	You have provided answers to 5
~	eSIG-PIN questions on 11/3/2008 11:46:15 AM
	for the CDX account, ETSCATEST2.
5	A MyCDX Inbox message has been created that
	contains the questions that you selected.
101	However, for your protection, your answers
9	questions or answers, you may contact the CDX
S	Help Desk to receive an eSIG-PIN Reset
	Authorization Code.
0	If you did not provide eSIG-PIN questions and
	answers, please contact the CDX Help Desk at
	security breach of your account.
	CDX Homepage: <u>http://epacdxdev.csc.com</u>
	United States Environmental Protection Agency
	A New Paradigm for Environmental Reporting.

Figure 3-23. eSIG-PIN Questions Answered Confirmation Letter

Section 4. User Certificate and Key Pair Generation

A user certificate and Private/Public Key pair is used to digitally sign and encrypt the submitted documents, providing security protection for eTSCA submissions. The certificate and key pair will be automatically obtained by the eTSCA/ePMN software after the first login. When the document submission function of report tool is accessed, the eTSCA/ePMN software dialog login screen will be displayed as shown in Figure 4-1.

U.C. Environmental Protection Anonos
U.S. Environmental Protection Agency
warning Notice
Recent Announcements Contact Us
<u>CDX Home</u> > Warning Notice
Environmental Protection Agency Central Data Exchange
Warning Notice
EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for
authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on
enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
Privacy Statement
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for
updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.
[Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013] If you have forgotten your password, or if your password doesn't work, you may re-establish your password via:
Production Environment Password Reset
Development Environment Password Reset
Help Desk: (888) 890-1995 EPA Home I Privacy and Security Notice I Contact Us
Last updated on February 23, 2007.
liser Name
Password:
Production
Login

Figure 4-1. eTSCA/ePMN software Login and Warning Notice

On this screen the user will be presented with a warning notice, privacy statements and links to CDX Web resources for account management. The user enters his or her user name and password and chooses between the Production, Test, and Development environments. This

choice will determine the destination for all document submissions and queries that will be performed through the eTSCA/ePMN software during the current login session. After successful login, the user key pair and certificate will be created automatically and managed by the eTSCA/ePMN software, without requiring user interaction.

The eTSCA/ePMN software stores the following data into a keystore under the user home directory:

- user ID
- user private key
- user certificate
- creation time

The following file will be created: \<userHome>\ .<userId>-cromerr-keystore.jks

Where <userHome> is a local user home directory (C:\Documents and Settings\myuser) and <userId> is an eTSCA user ID, registered with CDX Web. The user can copy this file to another safe location for backup, if desired.

Section 5. Data Submission

The user will prepare the desired document for submission using the eTSCA/ePMN software Submit dialog. Upon successful login, the following dialog will be presented to the user:

	X
ETSCA Document Submit ETSCA Transaction Search ETSCA Document Download	
File To Submit:	
Document:	
Submit File to Node	
Submit Response	

Figure 5-1. Submit Dialog, Before Submission

The document path will be automatically populated for the user by the Report Tool. The user has the option to submit Original or Support documents through this dialog. Support documents require a valid Transaction ID, corresponding to an original submission. The user can click on a "Submit File to Node" button to initiate the transaction. The following confirmation dialog will be displayed to the user:



Figure 5-2. Confiramtion dialog

After the user confirmation one of the 20-5-1 questions will be presented to the user to verify his or her identity.

CROMEER Question					
What is your favorite pet's name?					
	OK Cancel				

Figure 5-3. 20-5-1 CROMERR Question

The system will then encrypt the desired document with the Public key of the back-end server and transmit the encrypted document with related metadata to CDX. The CDX Transaction ID will be presented to the user on a submit dialog for the user's reference.

<u></u>	
ETSCA Document Submit ETSCA Tran:	saction Search ETSCA Document Download
File To Submit:	
Document: E:\CDX_Projects\NGN\et	sca-node-client\docs\aaa.sup_tsca
Submit File to Node	
Transaction Id:	_545ad337-cd20-4bdf-9021-54e01b1d8718
Data Flow:	TSCA
Document Name:	aaa.sup_tsca
Document Type:	ORIGINAL
Check Transaction Status	

Figure 5-4. Document Submitted to CDX

The user can click on a "Check Transaction Status" button to check the status of submitted document and download any document related reports. CDX will also send an email confirmation of the submission as shown in Figure 5-5.

Eile	Edit <u>V</u> iew <u>C</u> reate <u>A</u> ctions <u>H</u> elp
	◨๊◓▾ぴ҄◚◓▯๕๒ํ๓๒▯尕殳৫৫๖๖๖๒๒ + - セ ー ぬ़⊂ಃ
Add	ress 🖉 🗸 🗸 🗸
[W T Worksp 🔂 Lev X 🔊 Lev X 🔊 eT X 🕥 CD X 🛄 CS X 🙀 Re X 🕥 CD X 💽 eT X
₽ \$ [1 ew Memo 2 entr + 3 entr To All + 4 howard + 5 elete 6 hillow Up + 7 hider + 8 how into New + 9 h +
	epacdxnode To
	09/29/2008 02:58 PM
	Bubiert
	CDX Transaction ID _e0872cfb-b5e2-4d59-9631-
	70f27b8f8661
	The Original document for CDX Transaction ID
	_e0872cfb-b5e2-4d59-9631-70f27b8f8661
2	was submitted to elsca on 09/29/2008 at 14:58:09 EDI
7	Document Id:
9	Document Name: test.zp
1	
<u></u>	
69	

Figure 5-5. Submission Confirmation E-mail

Section 6. Download Reports

CDX will send notification e-mails (see Figure 6-1) in case any transaction related reports are available for download through the eTSCA/ePMN software.



Figure 6-1. Report Notification E-mail

The user can open the eTSCA/ePMN software and click on the eTSCA Document Download tab.

<u>ی</u>	×
ETSCA Document Submit ETSCA Transaction Search ETSCA Document Download ETSCA Transaction Details	
Transaction Id:	
Document Name:	
e Document Download	

Figure 6-2. Document Download tab

The user can copy the transaction ID and a report name from an e-mail notification and click on the "Document Download" button. The system will attempt to download the requested file and decrypt it using the private key of the currently logged in user. The file save dialog will be presented to the user as shown in Figure 6-3.

File Save							? 🗙
Savejn:	🗀 etsca-node-clie	ent		•	+ 🗈 🖻	* Ⅲ▼	
My Recent Documents Docktop	 externalToolE settings CVS docs etsca src target 	Builders	stest1.zip stest.zip test.html test.pdf test.xml test.zip test.zip				
My Documents	classpath c.cvsignore c.project cdxKeystore						
My Computer	ORIGINAL_CO pom.xml	e.xmi R_test.zip					
My Network Places	File <u>n</u> ame: ORIGINAL_COR_test.zip					<u>S</u> ave	
	save as type.	All Flies (".")			•		Cancer

Figure 6-3. File Save Dialog

All transaction related reports are also available for search and download through the transaction details dialog, discussed later in this guide.

Section 7. Transaction History

The transaction history search dialog will be presented to a user upon clicking the "ETSCA Transaction Search" tab as shown in Figure 7-1.

<u>\$</u>					×
ETSCA Document Sub	mit ETSCA Transaction Search ETSCA	Document Down	load		
Transaction Id:					
Transaction Status:	~				
Start Date:	Sep 26, 2008 🗔				
End Date:	Sep 26, 2008 🗔				
	Search Transaction History				
Transaction Search R	esults				
External	Transaction Id:	Data Flow	Date	Status	Description
<					>

Figure 7-1. Transaction Search

The user can search for a specific transaction within a given time period using transaction ID and/or status, or request a complete list of transactions during this time period. Transaction search results will be presented to the user in the "Transaction Search Results" panel.

4						X
ETSCA Document Subr	ETSCA Document Submit ETSCA Transaction Search ETSCA Document Download					
Transaction Id:						
Transaction Status:	~					
Start Date:	Sep 26, 2008 🔟					
End Date:	Sep 26, 2008 🛅					
	Search Transaction Histo	ry				
Transaction Search Re	esults					
External 1	Transaction Id:	Data Flow	Date	Status	Description	
	-c16e-482e-9755-1bc44db42bdt	D TSCA	09/26/2008 13:38:02	PENDING		
		I	1	I		
<		Ш				>

Figure 7-2. Transaction Search Results

Two buttons are available for each transaction; "Check Status" and "Details". The Check Status button will refresh the status column of a given transaction with a new CDX status. This way the user can quickly check if a given transaction failed on the server. The Details button will open the transaction details dialog.

Section 8. Transaction Details

The Transaction Details dialog displays the detailed transaction information, including all of the documents and reports associated with the current transaction.

\$									×
ETSCA Document Submit	ETSCA Transaction Search	ETSCA Document Download	ETSCA Transaction Details						
Description:									^
External Transaction Id:	_f7d6c963-c16e-482e-9755	-1bc44db42bdb							
Data Flow:	TSCA								
User Name:	DEVTSCA1								
Node:									
Date:	2008-09-26 13:38:02								≡
Status:	PENDING	tus 🛛 🔍 Audit Details							
Documents and Reports									
Name		Category	Date	Download Status	ID	Status	Туре		
test.zip		ORIGINAL	09/26/2008 13:38:04		_63cf098b-2	PENDING	ZIP		
ORIGINAL_COR_te	st.zip	ORIGINAL_COR	09/26/2008 13:38:23		_b679bb9a-b	PROCESSED	ZIP		-
						1		_	
									~
<			Ш					>	

Figure 8-1. Transaction Details Dialog

The user can check the transaction status by clicking the "Check Status" button and can review the audit information by clicking on the "Audit Details" button as shown in Figure 8-2.

<u>\$</u>	×	
Transaction Id:	_f7d6c963-c16e-482e-9755-1bc44db42bdb	
Creation Time:	2008-09-26T13:38:02	
Status:	PENDING	
Dataflow:	TSCA	
Audit Messages:		
data collection		
2008-09-26T13:38:04 INFO archive submission		
distribution		
◆ 2008-09-26T13:38:05 INFO create metadata document		
 2008-09-26T13:38:14 INFO distribute the submission to the backend node 		
 2008-09-26T13:38:14 INFO update status post-distribution 		
 2008-09-26T13:38:14 INFO User Email Notification 		
 2008-09-26T13:38:23 INFO archive backend submission 		
 2008-09-26T13:38:24 INFO User Email Notification 		
download		
◆ 2008-09-26T13:52:01 INFO handle client download		
validation		
◆ 2008-09-26T13:38:04 INFO Schedule Validate Submission		
◆ 2008-09-26T13:38:04 INFO prevalidate submission		
◆ 2008-09-26T13:38:05 INFO validate zip file and entries		
● 2008-09-26T13:38:05 INFO signature validation		
	Done	

Figure 8-2. Audit Details dialog

The user can close the dialog by clicking the "Done" button.

The user can also download available reports by clicking the "Download" button related to a desired report. This will automatically initiate the download procedure. The document will get decrypted with the current user private key and the Save File dialog will be presented to a user. Reports can be saved on a local hard drive and accessed with the appropriate application.

Abbreviations and Acronyms

Acronym/Term	Definition
CDX	Central Data Exchange
CoR	Copy of Record
ECMS	Enterprise Content Management System
EPA	Environmental Protection Agency
ESA	Electronic Signature Agreement
eTSCA	Electronic Toxic Substances Control Act
IE	Internet Explorer
OPPT	Office of Pollution Prevention and Toxics
OPPTS	Office of Prevention, Pesticides, and Toxic Substances
PMN	Pre-manufacturing Notice
SRN	Submission Report Number
SSL	secure socket layer
TSCA	Toxic Substances Control Act
UI	user interface
WSDL	Web services description language